

**ASTHMA COALITION OF LOS ANGELES COUNTY  
STEERING COMMITTEE MEETING**



**Meeting Notes  
September 10, 2014**

**Attendees:** Kerry van Frank (PUSD); Yolanda Cuevas (LAUSD); Monica Morello (DPH-MCAH); Saba Firoozi (BreatheCA); Loretta Worthington (DPH-MCAH); Gary Rachelefsky, MD (called in)

ISSUE/TOPIC	DISCUSSION
<p>Welcome &amp; Review Agenda, Minutes</p> <ul style="list-style-type: none"> <li>• Approve August minutes</li> <li>• Status of action items from April/June/August meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Loretta called the meeting to order at 9:45 and asked for introductions</li> <li>• August minutes were approved.</li> <li>• Status of action items –               <ol style="list-style-type: none"> <li>1. Develop panel questions for the CHW presentation and panel at the ACLAC General Coalition meeting on October 27 – Ashley and Loretta will meet during the last week of September to discuss CHW presentation and panel questions. A draft will be developed and sent out to steering committee for feedback. Nancy Ibrahim has confirmed to present at meeting.</li> <li>2. Steering Committee recruitment – Loretta contacted Emma Wolfe (QueensCare); Laura O’Connell (LBACA); Becca Sussman (St John’s); and Saba Firoozi (Breathe) – Saba is attending today’s meeting and is waiting for supervisor approval; Emma is considering joining the SC; Becca will join in October; and a new LBACA coordinator will be starting in one week and will be provided the option to join.</li> <li>3. Send RSVP’s for meeting – Loretta sent out RSVP requests for today’s meeting. Only 4 people responded to the RSVP request, but it will be sent out next month as well. Hopefully responses will increase to get a better idea of meeting quorum attendance in advance.</li> <li>4. Develop a list of items to be funded though donation for fundraising goals – Francisco was unable to attend – Loretta and Francisco will meet and provide an update at the next meeting.</li> <li>5. Follow up with Anthem BCBS on donation – Loretta contacted Anthem for an update on the \$1500 donation. At the writing of these minutes, the donation has been received!</li> <li>6. Bring in at least one healthy homes training for health care workers in the fall, utilizing CA Breathing – September 4 Nurse training is completed with an attendance of 21 nurses, Loretta, and 2 CHW’s. CHW-specific training is scheduled for Sept 22-23</li> <li>7. Follow up with SC on draft fundraising letter – no one on the committee has utilized the fundraising letter yet. Loretta will send it out to the entire committee.</li> </ol> </li> </ul>

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	<p>8. Update and revise DRAFT 2 of bylaws to review with committee on June 11, 2014 –final copy sent to SC</p> <p>9. Work group chair were to set a meeting calendar for their work groups – OAQ needs a new chair, since Patty has accepted another position. No workgroup calendars have been submitted.</p>
<p>Workgroup Updates</p> <ul style="list-style-type: none"> <li>• Indoor Air</li> <li>• Outdoor Air</li> <li>• Schools</li> <li>• Clinical</li> </ul>	<ul style="list-style-type: none"> <li>• Indoor Air Quality– met twice in the last month               <ul style="list-style-type: none"> <li>○ IAQ is planning the development of an infographic resource on healthy housing and asthma. They have secured the assistance of a graphic designer who is a recent graduate from LA Trade Tech and she will donate her time for the experience. IAQ will work with her on the first draft and then send to SC for feedback.</li> <li>○ IAQ is also working on an internal resource for the coalition of all member organization services, resources, and location to serve as an easy referral guide for ACLAC.</li> </ul> </li> <li>• Outdoor Air Quality               <ul style="list-style-type: none"> <li>○ Patty Ochoa, the current chair of OAQ, has accepted another position outside of environmental pollution and will no longer be able to chair this workgroup. We need to reach out to other OAQ groups for referrals.</li> </ul> </li> <li>• Asthma-Friendly Schools – this workgroup will meet today after the SC meeting               <ul style="list-style-type: none"> <li>○ A revised AAP draft was developed for SC feedback. Feedback was provided and the draft will be revised based on feedback and disseminated to group by next month. Yolanda Cuevas, the long-time co-chair of AFS, is being reassigned at LAUSD and may no longer be able to take on the responsibility of the AFS workgroup.</li> </ul> </li> <li>• Clinical/Healthcare               <ul style="list-style-type: none"> <li>○ ALA completed the outline for both the provider training and the nurse training</li> <li>○ Trainings are slated for January</li> <li>○ Dr. Li agreed to conduct the physician training.</li> <li>○ This workgroup is also providing feedback to AFS workgroup and the development of the AAP</li> </ul> </li> </ul>
<p>October General Coalition Meeting Discussion</p> <ul style="list-style-type: none"> <li>• Panels</li> <li>• Presentation</li> </ul>	<ul style="list-style-type: none"> <li>• The October general meeting will highlight the work of community health workers. There will be a presentation and a panel discussion illuminating all the various aspects of the CHW position and the importance of home visits and assessments. Nancy Ibrahim has agree to be the presenter, and CHW’s will be invited to be on the panel from Queenscare, Esperanza, LBACA, and St. John’s. Ashley and Loretta will</li> </ul>

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<ul style="list-style-type: none"> <li>• Breakouts</li> <li>• Evaluation Improvement</li> </ul>	<p>meet to develop panel question.</p> <ul style="list-style-type: none"> <li>• At least 30 minutes for workgroup breakouts will be provided</li> <li>• Loretta will put evaluation envelopes on each table to collect them during breakouts. We will also have one person standing at the back at exit to collect evals.               <ul style="list-style-type: none"> <li>○ It was suggested to have a drawing at the end of each meeting for a \$10 (or so) gift. Each member would get a raffle ticket for turning in their evaluation form. Gary said he would donate the \$10.</li> </ul> </li> </ul>
<p>General Updates &amp; Discussion</p> <ul style="list-style-type: none"> <li>• Absent SC members</li> <li>• Discussion to increase work group mobilization</li> <li>• Funding Committee Discussion</li> <li>• CA Breathing Healthy Homes &amp; Asthma Trainings updates</li> <li>• Added at meeting – Letters of Support request from RAMP</li> </ul>	<ul style="list-style-type: none"> <li>• Carrie Tayour will be taken off the SC roster by unanimous vote.</li> <li>• Workgroup mobilization was tabled to focus on SC recruitment</li> <li>• Francisco is lead on the funding committee – no update.               <ul style="list-style-type: none"> <li>○ A suggestion was made to do a “virtual event” – an event to solicit donations to pay for a fictitious humorous event. (Example, in MN during the winter, one organization did a virtual “dinner party in the snow”. Folks were asked to donate \$50 for dinner, but stay home and enjoy the warmth of their own home. The “dinner” money would be used to support...) )</li> </ul> </li> <li>• Three letters of support were signed and sent out:               <ul style="list-style-type: none"> <li>○ SB 1204 would create incentives for zero-emissions trucks and buses.</li> <li>○ SB 1275 would create incentives to get more zero-emission vehicles on the road with special considerations for disadvantaged communities.</li> <li>○ SB 1405 would strengthen the Healthy Schools Act by creating more incentives for schools to adopt integrated pest management practices and require training for staff that uses certain pesticides.</li> </ul> </li> </ul>
<p>Announcements</p>	<ul style="list-style-type: none"> <li>• Yolanda announced her reassignment to Nurse Family Partnership. We will need another School workgroup co-chair.</li> <li>• Loretta announced Patty Ochoa’s move to another position. She will no longer be able to co-chair the Outdoor Area workgroup.</li> <li>• Monica announced that this was her last meeting. She is moving back to Atlanta to take a position at the CDC.</li> </ul>

Recorded by Loretta Worthington

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<b>ACTION ITEMS</b>				
<b>From Meeting Date: 9/10/14</b>				
<b>1</b>	Develop panel questions for the CHW panel at the general coalition meeting in Oct	Ashley/Loretta	October 1	
<b>2</b>	Invite panelists for discussion at general coalition meeting	Ashley/Loretta	October 1	
<b>3</b>	Work with Nancy on main presentation focusing on CHW work, overview, health benefits	Ashley/Loretta	October 1	
<b>4</b>	Steering Committee recruitment follow up with Becca, Emma, Saba, and LBACA	Loretta	September 25	
<b>5</b>	Follow up with Gary on donation for drawing at general coalition meeting to increase evaluation submissions	Loretta	October 15	
<b>6</b>	Send out final by-laws to SC	Loretta	October 15	
<b>7</b>	Resend fundraising letter to SC	Loretta	October 15	
<b>From Meeting Date: 8/20/14</b>				
	<b>Action Item</b>	<b>Person(s) Responsible</b>	<b>Due Date</b>	<b>Date Completed</b>
<b>8</b>	Send RSVP invites for SC meetings	Loretta	September 8	ongoing
<b>9</b>	Develop a list of items to be funded through donations for fundraising	Francisco	October 10	pending
<b>10</b>	Follow up with Anthem BCBS for donation	Loretta	September 10	September 2
<b>From Meeting Date: 6/11/14</b>				
	<b>Action Item</b>	<b>Person(s) Responsible</b>	<b>Due Date</b>	<b>Date Completed</b>
<b>11</b>	Bring in at least one healthy homes training for health care workers in the fall, utilizing CA Breathing	Loretta/Ashley	Fall 2014	Nurse training completed, Sept 4; date for CHW training, Sept 22-23
<b>12</b>	Follow up with SC on draft fundraising letter	Loretta	August 13	September 10
<b>13</b>	Work group chair were to set a meeting calendar for their work groups	Work group chairs	June 11, 2014	Need workgroup calendars